

U.S. Department of Education

2012 Fall Webinar Training Series

Return of Title IV Funds: Modules





Theory Behind the Calculation

- Student earns Title IV aid through attendance
 - Percentage of aid earned is equal to the percentage of payment period or enrollment period completed

How Does It Work?

- If school has disbursed more aid than the student has earned, money is returned to the programs
- If school has disbursed less aid than the student has earned, a post-withdrawal disbursement will be calculated

R2T4 Worksheets Review the Steps

| | | | |
|--|--|--|---|
| Treatment of Title IV Funds When a Student Withdraws From a Credit-Hour Program | | | |
| Student's Name <input style="width: 150px;" type="text"/> | | Social Security Number <input style="width: 100px;" type="text"/> | |
| Date form completed <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> | | Date of school's determination that student withdrew <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> | |
| Period used for calculation (check one) <input type="checkbox"/> Payment period <input type="checkbox"/> Period of enrollment | | | |
| <i>Monetary amounts should be in dollars and cents (rounded to the nearest penny). When calculating percentages, round to three decimal places. (For example, .4086 = .449, or 44.9%)</i> | | | |
| STEP 1: Student's Title IV Aid Information | | | |
| Title IV Grant Programs | | Amount Disbursed | Amount that Could Have Been Disbursed |
| 1. Pell Grant <input style="width: 150px;" type="text"/> | | <input style="width: 100px; height: 150px;" type="text"/> | <input style="width: 100px; height: 150px;" type="text"/> |
| 2. Academic Competitiveness Grant <input style="width: 150px;" type="text"/> | | | |
| 3. National SMART Grant <input style="width: 150px;" type="text"/> | | | |
| 4. FSEOG <input style="width: 150px;" type="text"/> | | | |
| 5. TEACH Grant <input style="width: 150px;" type="text"/> | | | |
| 6. Iraq Afghanistan Service Grant <input style="width: 150px;" type="text"/> | | | |
| A. <input style="width: 100px;" type="text"/> | | C. <input style="width: 100px;" type="text"/> | |
| Subtotal | | Subtotal | |
| E. Total Title IV aid disbursed for the period: <input style="width: 100px;" type="text"/> | | | |
| F. Total Title IV grant aid disbursed and that could have been disbursed for the period: <input style="width: 100px;" type="text"/> | | | |
| Title IV Loan Programs | | Net Amount Disbursed | Net Amount that Could Have Been Disbursed |
| 7. Unsubsidized FFEL/Direct Stafford Loan <input style="width: 150px;" type="text"/> | | <input style="width: 100px; height: 150px;" type="text"/> | <input style="width: 100px; height: 150px;" type="text"/> |
| 8. Subsidized FFEL/Direct Stafford Loan <input style="width: 150px;" type="text"/> | | | |
| 9. Perkins Loan <input style="width: 150px;" type="text"/> | | | |
| 10. FFEL/Direct PLUS (Graduate Student) <input style="width: 150px;" type="text"/> | | | |
| 11. FFEL/Direct PLUS (Parent) <input style="width: 150px;" type="text"/> | | | |
| B. <input style="width: 100px;" type="text"/> | | | |
| Subtotal | | Subtotal | |
| G. Total Title IV aid disbursed and that could have been disbursed for the period: <input style="width: 100px;" type="text"/> | | | |
| H. Total Title IV loan aid disbursed and that could have been disbursed for the period: <input style="width: 100px;" type="text"/> | | | |
| STEP 2: Percentage of Title IV Aid Earned | | | |
| Start date <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> | Scheduled end date <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> | Date of withdrawal <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> | |
| A school that is not required to take attendance may, for a student who withdraws without notification, enter 50% in Box H and proceed to Step 3. Or, the school may enter the last date of attendance at an academically related activity for the "withdrawal date," and proceed with the calculation as instructed. For a student who officially withdraws, enter the withdrawal date. | | | |
| H. Percentage of payment period or period of enrollment completed Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more AND days that the student was on an approved leave of absence). | | | |
| <input style="width: 100px;" type="text"/> ÷ <input style="width: 100px;" type="text"/> = <input style="width: 100px;" type="text"/> % | | | |
| Completed days Total days | | | |
| ▶ If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3. ▶ If this percentage is less than or equal to 60%, enter the percentage in Box H, and proceed to Step 3. | | | |
| H. <input style="width: 100px;" type="text"/> % | | | |
| STEP 3: Amount of Title IV Aid Earned by the Student | | | |
| Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G). | | | |
| <input style="width: 100px;" type="text"/> % × <input style="width: 100px;" type="text"/> = <input style="width: 100px;" type="text"/> I. \$ | | | |
| Box H Box G | | | |
| STEP 4: Title IV Aid to Be Disbursed or Returned | | | |
| ▶ If the amount in Box I is greater than the amount in Box E, go to Item J (Post-withdrawal disbursement). ▶ If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K). ▶ If the amounts in Box I and Box E are equal, STOP: No further action is necessary. | | | |
| J. Post-withdrawal disbursement From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement. | | | |
| <input style="width: 100px;" type="text"/> - <input style="width: 100px;" type="text"/> = <input style="width: 100px;" type="text"/> J. \$ | | | |
| Box I Box E | | | |
| Stop here, and enter the amount in "J" in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet). | | | |
| (Step 4 continues) | | | |

Treatmet of Title IV Funds When A Student Withdraws From A Credit Hours

Student's Name _____

Social Security Number _____

STEP 4: Aid to be Disbursed or Returned CONTINUED

K. Title IV aid to be returned

From the Total Title IV aid disbursed for the period (Box E) subtract the amount of Title IV aid earned by the student (Box I). This is the amount of Title IV aid that must be returned.

| | | | | |
|-------|-------|---|------|---|
| Box E | Box I | = | K.\$ | . |
|-------|-------|---|------|---|

STEP 5: Amount of Unearned Title IV Aid Due from the School

L. Institutional charges for the period

Tuition _____

Room _____

Board _____

Other _____

Other _____

Other _____

Other _____

Other _____

Other _____

Other _____

Other _____

Other _____

Other _____

Other _____

Other _____

Other _____

Other _____

Other _____

Other _____

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Other _____

Other _____

Other _____

Other _____

Other _____

Other _____

Other _____

Other _____

Other _____

Other _____

Other _____

Total Institutional Charges

= **L.\$** .

M. Percentage of unearned Title IV aid

$$100\% - \frac{\text{Box H}}{\text{Box G}} = \text{M.} \quad . \quad \%$$

N. Amount of unearned charges

Multiply institutional charges for the period (Box L) by the percentage of unearned Title IV aid (Box M).

| | | | | | |
|-------|---|-------|---|------|---|
| Box L | x | Box M | = | N.\$ | . |
|-------|---|-------|---|------|---|

O. Amount for school to return

Compare the amount of Title IV aid to be returned (Box K) to amount of unearned charges (Box N), and enter the lesser amount.

| | | | | | |
|-------|----|-------|---|------|---|
| Box K | or | Box N | = | O.\$ | . |
|-------|----|-------|---|------|---|

STEP 6: Return of Funds by the School

The school must return the unearned aid that the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs

1. Unsubsidized FFEL Direct Stafford Loan
2. Subsidized FFEL/Direct Stafford Loan
3. Perkins Loan
4. FFEL Direct PLUS (Graduate Student)
5. FFEL Direct PLUS (Parent)

Amount for School to Return

| | | | |
|------------------------------------|---|------|---|
| Total loans the school must return | = | P.\$ | . |
|------------------------------------|---|------|---|

6. Pell Grant

8. National SMART Grant

9. FSEOG

10. TEACH Grant

11. Iraq Afghanistan Service Grant

Social Security Number _____

STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O).

| | | | | |
|-------|-------|---|------|---|
| Box K | Box O | = | Q.\$ | . |
|-------|-------|---|------|---|

► If Box Q is less than zero, **STOP**. If greater than zero, go to Step 8.

STEP 8: Repayment of the Student's loans

From the Net loans disbursed to the student (Box Q) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R). These loans consist of loans the student has earned, or unearned loans funds the school is not responsible for repaying. They are repaid to the loan holders according to the terms of the borrower's promissory note.

| | | | | |
|-------|-------|---|------|---|
| Box Q | Box P | = | R.\$ | . |
|-------|-------|---|------|---|

► If Box R is less than or equal to Box R, **STOP**.

The only action a school must take is to notify the holders of the loans of the student's withdrawal date.

► If Box Q is greater than Box R, proceed to Step 9.

| Treatments of Title IV Funds When A Student Withdraws From A Credit Hour Program | | | | | | |
|--|--|---|--|---|---|--|
| POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET | | | | | | |
| Student's Name | | Social Security Number | | | | |
| Date of school's determination that student withdrew / / | | | | | | |
| I. Amount of Post-withdrawal Disbursement (PWD) | | | | | | |
| Amount from "Box J" of the Treatment of Title IV Funds When a Student Withdraws worksheet | | | | | | Box 1 \$. |
| II. Outstanding Charges For Educationally Related Expenses Remaining On Student's Account | | | | | | |
| Total Outstanding Charges Scheduled to be Paid from PWD (Note: Prior-year charges cannot exceed \$200.) | | | | | | |
| | | | | | | Box 2 \$. |
| III. Post-withdrawal Disbursement Offered Directly to Student and/or Parent | | | | | | |
| From the total Post-withdrawal Disbursement due (Box 1), subtract the Post-withdrawal Disbursement to be credited to the student's account (Box 2). This is the amount you must make to the student (grant) or offer to the student or parent (Loan) as a Direct Disbursement. | | | | | | |
| \$. | | — \$. | | = | | Box 3 \$. |
| Box 1 | | Box 2 | | | | |
| IV. Allocation of Post-withdrawal Disbursement | | | | | | |
| Type of Aid | Loan Amount School Seeks to Credit to Account | Loan Amount Authorized to Credit to Account | Title IV Aid Credited to Account | Loan Amount Offered as Direct Disbursement | Loan Amount Accepted as Direct Disbursement | Title IV Aid Disbursed Directly to Student |
| PELL Grant | N/A | N/A | | N/A | N/A | |
| ACG | N/A | N/A | | N/A | N/A | |
| National SMART Grant | N/A | N/A | | N/A | N/A | |
| FSEOG | N/A | N/A | | N/A | N/A | |
| TEACH Grant | N/A | N/A | | N/A | N/A | |
| Iraq Afghanistan Svc. Grant | N/A | | | N/A | N/A | |
| Perkins | | | | | | |
| Subsidized FFEL / Direct | | | | | | |
| Unsubsidized FFEL / Direct | | | | | | |
| FFEL / Direct Grad Plus | | | | | | |
| FFEL / Direct Parent Plus | | | | | | |
| Totals | | | | | | |
| V. Authorizations and Notifications | | | | | | |
| Post-withdrawal disbursement loan notification sent to student and/or parent on / / | | | | | | |
| Deadline for student and/or parent to respond / / | | | | | | |
| <input type="checkbox"/> Response received from student and/or parent on / / | | | | | | <input type="checkbox"/> Response not received |
| <input type="checkbox"/> School does not accept late response | | | | | | |
| VI. Date Funds Sent | | | | | | |
| Date Direct Disbursement mailed or transferred | | | Grant / / | | Loan / / | |

“Date of school’s determination that student withdrew”

Trigger for deadlines

- 30 days for school to:
 - Perform the R2T4 calculation
 - Notify student of grant overpayment
 - Notify student of eligibility for a post-withdrawal disbursement (PWD)
- 45 days for school to:
 - Return Title IV funds to program
 - Make post-withdrawal disbursement of Title IV grant funds
- 180 days to send Post Withdrawal Disbursement (PWD) to student or parent

Withdrawal Date

School Required to Take Attendance

- School is required to take attendance if
 - Outside entity requires that attendance be taken OR
 - School has own requirement that instructors take attendance OR
 - Outside entity or school has requirement that can only be met by taking attendance or a comparable process



Withdrawal Date

School Required to Take Attendance

- If required to take attendance—
 - For some students—use attendance records for those students
 - For a limited period of time—use attendance records for withdrawals during that limited period of time
 - On a specific date—NOT considered to be required to take attendance

Withdrawal Date

School Not Required to Take Attendance

- The earlier of the date the student began the school's withdrawal process or the date the student otherwise provided "official" notice; or
- If the student didn't notify the school, it is the midpoint in period; or
- If the student didn't notify due to circumstances beyond the student's control, it is the date related to that circumstance; or

Withdrawal Date

School Not Required to Take Attendance

- If student didn't return from approved leave of absence, it is the date the leave began; *or*
- If student took unapproved leave of absence, it is the date student began the leave; *or*
- Date of student's last attendance at documented academically-related activity
 - School must document
 - Event is academically related
 - Student attended



Program “Offered in Modules”

| | | |
|----------|----------|----------|
| Module 1 | Module 2 | Module 3 |
|----------|----------|----------|

Term has three modules. Each Module is 33 days, with a weekend between Modules 1 & 2 and 2 & 3. Total is 103 days

Cheryl enrolls in all three modules, begins/completes Module 1. Does not return for Modules 2 & 3, provides no notice to school.

Institution Required to Take Attendance

- Withdrawal Date - documented last date of attendance, day 33
- $33 / 103 = 32.0\%$

Institution not Required to Take Attendance

- Withdrawal Date is either the 50% point of the combined term or Cheryl's last date of an academically-related activity.
- 50%



Program “Offered in Modules”

| | | | | |
|----------|--|----------|--|----------|
| Module 1 | | Module 2 | | Module 3 |
|----------|--|----------|--|----------|

Term has three modules. Each Module is 33 days, with a week in between Modules 1 & 2 and 2 & 3. That is a total of 117 days.

Anthony enrolls in all three modules. Begins/completes Module 1. Does not return for Modules 2 & 3, does not contact school.

Institution Required to Take Attendance

- Withdrawal Date is documented last date of attendance.
- $33 / 99 = 33.3\%$

Institution not Required to Take Attendance

- Withdrawal Date is the 50% point of the combined term or Anthony's last date of an academically-related activity.
- 50%

R2T4 – Definitions

- Standard Terms
 - Semesters, trimesters – generally 14–17 weeks long
 - Quarters – generally 10–12 weeks long
- Non-standard terms – where all coursework is expected to begin and end within a set period of time that is not a semester, trimester, or quarter terms
- Non-terms – all credit hour programs that do not begin and end within a set time (self-paced), where courses overlap, where sequential courses do not begin, and end within a term

R2T4 – Definitions

- Week of instructional time
 - Any seven consecutive day period with at least one day in which scheduled instruction or examination occurs
 - Does not include homework time, vacation time, orientation, or counseling



Programs & Courses Offered In Modules

Offered In Modules

- New rules define a program “offered in modules”
 - A course or courses in program do not span entire length of payment period or period of enrollment
- Doesn’t matter what “modules” are called at the institution

Standard Term With Modules

- Standard term program “offered in modules”
 - Two 8-week sessions within a 16 week semester
 - Three 5-week sessions within a 15 week semester
 - Two 6-week sessions within a 12 week quarter
 - Winter “inter-session” or “J term” between fall and spring semesters

When Is Student A Withdrawal?

- Student considered to be withdrawal if does not complete all days scheduled to complete within payment period/term
- School must document completed all courses with a passing grade
- If no passing grade in last scheduled course, school must demonstrate student completed period

Return After Withdrawal

- Modular term-based credit hour program
 - Withdrawn student may return to same program prior to end of payment period/period of enrollment

Written Confirmation Of Return

- Student in modular program not considered a withdrawal if
 - Provides written confirmation of intent
 - Must be provided at the time of withdrawal
 - Student may change return date in writing
 - Must provide change prior to original return date



Written Confirmation Of Return

- Nonstandard & Non-term Programs
 - Student considered to be withdrawal if not scheduled to begin another course in period of enrollment for more than 45 calendar days
 - 45 days measured from end of module ceased attending



After Written Confirmation Of Return

- Student considered to be withdrawal if does not return as scheduled
- Withdrawal dates back to time that confirmation originally provided
 - Determine withdrawal date and days of attendance as if confirmation of future attendance never provided

Calendar Days - Credit Hour Modules

- Total calendar days include all days on which the student was scheduled to attend
 - Days of completed courses count if course does not span length of term
 - Exclude scheduled breaks of at least 5 consecutive days when student not scheduled to attend a module or other course offered during that period
- For a withdrawn student who has made schedule changes
 - Do not count days of withdrawn courses after official withdrawal prior to complete cessation of attendance



Examples:

R2T4 & Modules

Summer Module Example

- Fall and Spring = standard terms
 - All courses last for full 15 weeks; not considered to be “offered in modules”
- Summer = three 5-week sessions (combined to be a standard term offered in modules)
 - Students can enroll in any one, two or all three summer sessions
 - Students enrolled in the 5-week summer sessions are considered in programs “offered in modules” since none of the sessions span the entire length of the term (the 15-week period)

Summer Module Example

Session 1
5 weeks

33 days

2 days

Session 2
5 weeks

33 days

2 days

Session 3
5 weeks

33 days

Enrolls in all three summer sessions. Completes session 1, begins session 2, and stops attending on day 10. No withdrawal or confirmation to return.

- R2T4 required.
- Recalculate Pell before R2T4.
- Withdrawal date is day 10 of session 2.
- $45 \text{ days} / 103 \text{ days} = .4369 = 43.7\%$

Business Times University (BTU) Scenario

15-week Full Term 103 days

9/06 – 12/17

Part 1
33 days

2 days

Part 2
33 days

2 days

Part 3
33 days

9/06 – 10/08

10/11 – 11/12

11/15 – 12/17

Standard Semester

Academic year is 30 weeks, 103 days

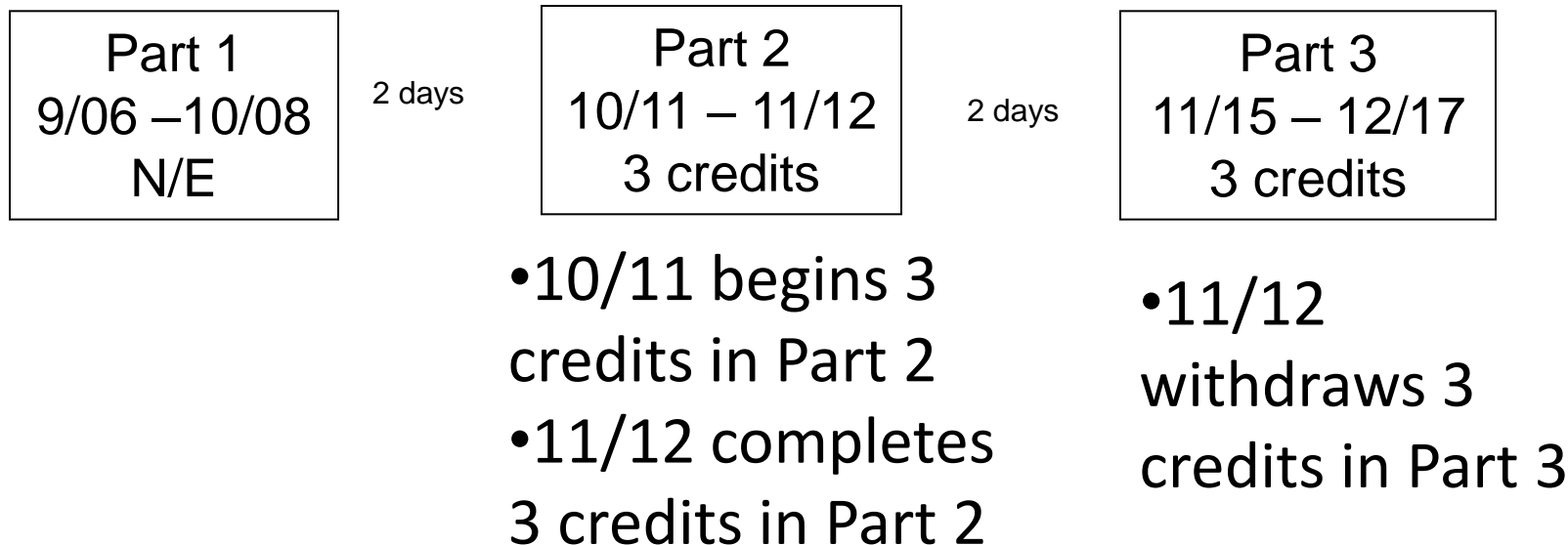
Also offers courses in 3 Parts of term,

Part of term is 5 weeks, 33 days

BTU Example 1

Full Term = 9/06 – 12/17

- 9/06 begins attendance in 6 credits in Full Term
- 9/28 withdraws from 3 credits in Full Term
- 11/12 withdraws from 3 credits in Full Term



BTU Example 1

- Enrollment ends 11/12 with completed course and official withdrawal*
- Was to attend until 12/17
- R2T4 required
- Withdrawal date is 11/12, 68 days
- Enrollment period is 09/06 – 12/17, 103 days
- $68/103 = .6602 = 66.0\%$

*complete and withdraw same day = withdrawal

BTU Example 2

Full Term = 9/06 – 12/17

- 9/06 begins attendance in 6 credits in Full Term
- 9/22 withdraws 3 credits in Full Term
- 12/17 completes 3 credits in Full Term

Part 1
9/06 – 10/08
3 credits

2 days

Part 2
10/11 – 11/12
N/E

2 days

Part 3
11/15 – 12/17
3 credits

- 09/06 begins attendance in 3 credits in Part 1
- 10/08 completes 3 credits in Part 1

- 11/15 begins 3 credits in Part 3
- 12/07 withdraws from 3 credits in Part 3

BTU Example 2

- Enrollment ends 12/17 with completed course
- No R2T4 required

BTU Example 3

Full Term = 9/06 – 12/17

- 9/06 begins attendance in 6 credits in Full Term
- 9/14 withdraws 6 credits in Full Term

| | | | | |
|--|--------|---|--------|---|
| <div>Part 1 9/06 – 10/08 3 credits</div> | 2 days | <div>Part 2 10/11 – 11/12 N/E</div> | 2 days | <div>Part 3 11/15 – 12/17 N/E</div> |
|--|--------|---|--------|---|

- 09/06 begins attendance in 3 credits in Part 1
- 9/24 withdraws 3 credits in Part 1

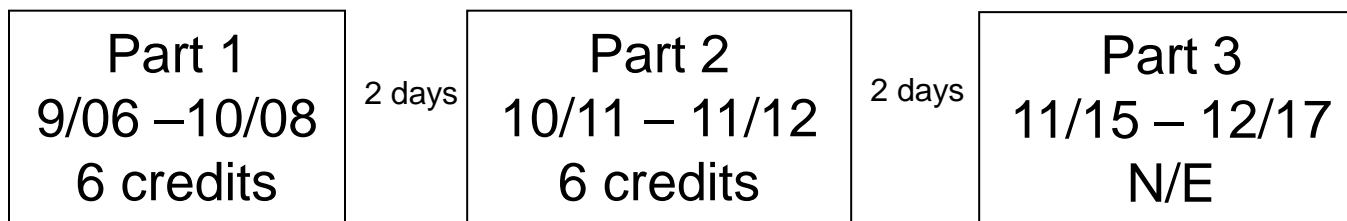
BTU Example 3

- Enrollment ends 09/24 with official withdrawal
- Was to attend until 10/08
- R2T4 required
- Withdrawal date is 09/24, 19 days
- Enrollment period is 09/06 –10/08, 33 days
- $19/33 = .5757 = 57.6\%$

BTU Example 4

Full Term = 9/06 – 12/17

- Not enrolled in any Full Term courses



- 9/06 begin attendance in 6 credits in Part 1

- Greg withdraws on 10/01
- Dave withdraws on 10/11

BTU Example 4

Dave

- Enrollment ends 10/11 with official withdrawal
- Was to attend until 11/12
- R2T4 required
- Withdrawal date is 10/11, 36 days
- Enrollment period is 9/06 – 11/12, 68 days
- $36/68 = .5294 = 52.9\%$

Non-Term Credit In Modules

| Mod 1 33 days | Mod 2 33 days | Mod 3 33 days | Mod 4 33 days | Mod 5 33 days | Mod 6 33 days |
|------------------|------------------|------------------|------------------|------------------|------------------|
| 09/06 - 10/08 | 10/11 - 11/12 | 11/15 – 12/17 | 01/03 – 02/04 | 02/07 – 03/11 | 03/14 – 04/15 |

Academic year is 30 weeks, 206 days
Enrollment is for full academic year

Non-Term Credit in Modules

- 9/06 begins attendance
- 11/04 withdraws Mod 2 and Mod 3
- 11/04 confirms return Mod 4 on 01/03
- Out of school more than 45 days
- R2T4 required
- Withdrawal date is 11/04, 60 days
- Enrollment period is full academic year, 206 days
- $60/206 = .291 = 29.1\%$

Non-Term Credit In Modules

| Mod 1 33 days | Mod 2 33 days | Mod 3 33 days | Mod 4 33 days | Mod 5 33 days | Mod 6 33 days |
|------------------|------------------|------------------|------------------|------------------|------------------|
| 09/06 - 10/08 | 10/11 - 11/12 | 11/15 – 12/17 | 01/03 – 02/04 | 02/07 – 03/11 | 03/14 – 04/15 |

Academic year is 30 weeks, 206 days
Enrollment is for full academic year

Non-Term Credit in Modules

- 9/06 begins attendance
- 10/29 withdraws Mod 2
- 10/29 confirms return Mod 3 on 11/15
- Returns and completes Mod 3
- 01/12 withdraws 4
- No confirmation of return

- R2T4 required
- Withdrawal date is 01/12
 - 54 days 9/06 -10/29
 - 43 days 11/15 - 01/12
- Enrollment period is full academic year, 206 days
- $97/206 = .4709 = 47.1\%$

Is Student A Withdrawal?

1. Did the student cease to attend before completing or fail to begin attendance in a course scheduled to attend?
 - If yes, go to question 2.
 - If no, student not a withdrawal
2. When ceased to attend or failed to begin attendance in a scheduled course, was the student attending other courses?
 - If yes, student not a withdrawal
 - If no, go to question 3
3. Did the student confirm attendance in a later module in the payment/enrollment period (45 day rule, if applicable)?
 - If no, student is a withdrawal.
 - If not a withdrawal, Pell recalculations may apply

Resources & References

Additional Resources

- Dear Colleague Letter GEN-11-14 (July, 2011)
- Dear Colleague Letter GEN-04-03 (November 2004)
- Dear Colleague Letter GEN-00-24 (December 2000)
- R2T4 Demo Site - <http://fafsademotest.ed.gov>
- R2T4 website available through FAA Access to CPS Online
– <http://www.faaaccess.ed.gov/>
- FSA Handbook, Volume 5, Chapter 2
- 34 C.F.R 668.22; Federal Register – October 29, 2010
- FSA Assessments
– <http://www.ifap.ed.gov/qahome/qaassessments/returntivfunds.html>



Thank you
for joining us
today!